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OC-0077-87
28 JAN 1987

MEMORANDUM FOR: Director of Training and Education

25X1 FROM: [REDACTED]
Director of Communications

25X1 SUBJECT: Request for OTE Facilitator [REDACTED]

REFERENCE: OC 0519-86, dated 29 May 86, Subject: Letter of Appreciation

25X1 1. On 27-29 May 1987, approximately 35-40 Office of Communications' (OC) secretaries will attend the Third OC Secretarial Conference [REDACTED]

25X1 2. As stated in reference (attached), [REDACTED] provided assistance during the last OC Secretarial Conference held at the Cliffside Inn in Harpers Ferry, West Virginia. The conference was successful due greatly to [REDACTED] experience, enthusiasm, and rapport with the group, and we would like to request her assistance for the above dates. [REDACTED]

25X1 3. [REDACTED] Chairperson Third OC Conference Planning Committee, is the point of contact and may be reached on [REDACTED]

25X1 Attachment

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25X1 **SUBJECT:** Request for OTE Facilitator

APPROVED:

25X1

9 FEB 1987

Director of Training and Education

Date

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